

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Contracts and Bids

**DEPARTMENT:** Fiscal Services **DIVISION:** Purchasing and Contracts Division

**AUTHORIZED BY:** Cindy Hall  **CONTACT:** Ray Hooper  **EXT.** 7111

**Agenda Date** 2/11/03 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐  
**Public Hearing – 1:30** ☐ **Public Hearing – 7:00** ☐

**MOTION/RECOMMENDATION:**



---

**BACKGROUND:**

**CONSTRUCTION CONTRACTS**

7. **Approve changes of the scope to CC-1191-02/BJC – County Services Building Parking and Drainage Improvement, with Prime Construction Group, Inc., Orlando.**

On November 26, 2002, the Board of County Commissioners approved the award of the agreement to Prime Construction Group, Inc., Orlando, in the amount of \$556,000.00. This project included all labor, materials, equipment, coordination and incidentals necessary for the parking lot construction,

<b>Reviewed by:</b>
<b>Co Atty:</b> _____
<b>DFS:</b> _____
<b>Other:</b> _____
<b>DCM:</b> 
<b>CM:</b> 
<b>File No.</b> <u>CFSP00</u>

modifications to existing structures, sidewalk, curb, gutter, drainage structures and pond construction. The projects also included approximately 600 feet of offsite 60-inch storm pipe construction from 1<sup>st</sup> street to Lake Monroe.

The project was to be funded in part by the City of Sanford and an Interlocal Agreement was in progress when this project was approved by the Board. On December 9, 2002, the City of Sanford notified the County that they were no longer proceeding with the joint project due to the lack of funds. A copy of the letter is included as part of the back up documents.

In an attempt to continue the project, staff recommends the Board to modify the portion of the scope that refers to the storm pipe, to reduce the size from 60-inch to 30-inch and negotiate a deductive change order to reflect the changes in the scope. The change order is expected to reduce the cost of the agreement by approximately \$70,000.00. The Amendment to the contract with the Engineer of Record, Bowyer Singleton and Associates, is being presented in this agenda as well.

Administrative Services/Facilities Maintenance and Fiscal Services/Purchasing and Contracts Division recommend the Board to authorize the changes in scope with Prime Construction Group, Inc., and authorize the Chairman to execute the change order reflecting the revised scope of work and revised contract amount.

## **PROFESSIONAL SERVICES**

- 8. Approve ranking list for PS-5132-02/BJC – Professional Services for Revisions to the Land Development Code, authorize negotiations and award an Agreement to Duncan Associates, Austin, TX (Not-to-Exceed \$400,000.00).**

PS-5132-02/BJC will provide for a qualified consultant to prepare a rewrite of the Seminole County Land Development Code (LDC). The revisions to the LDC shall include but not be limited to review of the current LDC for its merits and constraints; recommend strategy to rewrite components of the LDC; prepare draft code revisions by grouping of subjects; and provide code revisions in designated software package.

This project was publicly advertised and the County received five (5) submittals (listed in alphabetical order):

- Clarion Associates, LLC, Denver, CO;
- Duncan Associates, Austin, TX;
- The Gail Easley Co., Crystal River, FL;
- Land Design Innovations, Inc., Winter Park, FL; and
- The RMPK Group, Inc., Sarasota, FL.

The Evaluation Committee, which consisted of Alice Gillmartin, Planning and Development Department; Don Fisher, Director of Planning and Development Department; Thomas Forbes, Building Department; Kim Patterson, Information Technologies; John Thompson (absent to presentations), Planning and Development Department; Matthew West, Planning and Development and Craig Shadrix (absent to the presentations), Planning and Development Department evaluated the submittals. The initial evaluation consisted of:

***Qualifications:***

- Qualifications of firm & sub-consultants
- Educational background and training
- Related work experience
- References
- Minority Business Enterprise

***Project Approach:***

- Choosing style/strategies that LDC is to be rewritten
- Grouping of like regulations
- Integrating with web-based site
- Mapping and forms
- Innovative concepts

***Ability to Perform:***

- Location of firm
- Workload

Based on the initial evaluation criteria, the Evaluation Committee interviewed the top three (3) firms, listed alphabetically:

1. Duncan Associates, Austin, TX;
2. Clarion Associates, LLC, Denver, CO; and
3. Land Design Innovations, Winter Park, FL.

Consideration was given to the following:

- General professional experience and qualifications
- Proposed use of Sub-consultants
- Proposed approach to performing the work
- Qualifications of proposed project manager
- Proposed project staff resources
- Quality of interview presentation

Planning and Development and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the ranking list, authorize the staff to negotiate with the top ranked firm or second ranked firm if negotiations with the top ranked

firm fail and authorize the Chairman to execute the agreement as prepared and approved by the County Attorney's Office with no major deviation in terms and pursuant to the requirements of the PS documents as long as the contract does not exceed \$400,000.00.

9. **Approve ranking list for PS-5135-02/BJC – Continuing Services for Miscellaneous Capacity and Safety Improvements Evaluation Services, authorize staff to negotiate and award a Master Agreement to GMB Engineers & Planners, Orlando (Not-to-Exceed \$100,000.00/per year).**

PS-5135-02/BJC will provide for engineering consulting services to include, but not limited to, the following:

- Before and after evaluation of roadway improvements to determine changes in traffic volumes, delay, speed, and other measures of effectiveness;
- Minor traffic studies;
- Miscellaneous Maintenance of Traffic plans and signal modification plans;
- Miscellaneous Transportation Modeling (FSUTMS);
- Signal timing analysis;
- Trip generation and/or roadway impact fee land use studies.

This project was publicly advertised and the County received three (3) submittals (listed in alphabetical order):

- Florida Transportation Engineering, Inc., Punta Gorda;
- GMB Engineers & Planners, Orlando; and
- Traffic Planning and Design, Inc., Maitland.

The Evaluation Committee, which consisted of Brett W. Blackadar, P.E., Principal Engineer; Antoine Khoury, P.E., Principal Engineer for Minor Projects; Jerry McCollum, P.E., County Engineer and Charlie Wetzel, P.E., Assistant County Traffic Engineer, evaluated the submittals. The initial evaluation consisted of:

***Qualifications:***

- Qualifications of firm & Subconsultants
- Individuals' educational background and training
- Similar work experience

***Project Approach:***

- Project Approach
- Quality Control

***Ability to Perform:***

- Location of the firm
- Workload; ability and capacity of the Proposer to perform in a timely manner

- Minority Business Enterprise Certification
  - Volume of work previously awarded by Seminole County
- Based on the evaluation criteria, the Evaluation Committee recommends the following ranking:

1. GMB Engineers & Planners, Orlando;
2. Florida Transportation Engineering, Inc., Punta Gorda; and
2. Traffic Planning and Design, Inc., Maitland.

Authorization for performance of services by the Consultants under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultants. The work and dollar amount for each Work Order will be negotiated on an as-needed basis for each project.

Public Works/Engineering; Environmental Services; Administrative Services/Facilities Maintenance and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the ranking list, authorize the staff to negotiate with the top ranked firm and authorize the Chairman to execute the Master Agreement as prepared and approved by the County Attorney's Office with no major deviation in terms and pursuant to the requirements of the PS documents as long as the contract does not exceed \$100,000.00 per year.

10. **Approve First Renewal for RFP-4104-01/GG – Snacks, Drinks and Hot/Cold Food Vending Services Agreement with Snack Time Vending Inc., Longwood (February 27, 2003 through February 26, 2004) and approve a 5 cent increase in vending machine snack prices.**

RFP-4104-01/GG provides for food vending services (snacks, drinks and hot/cold sandwiches) in the Courthouse, Public Safety Building and the County Services Building. The contract provides for a 3% commission paid to the County on gross sales of beverages and snacks. There is no commission paid on Hot/Cold Food Items.

This project was publicly advertised; six (6) packages were solicited and the County received two (2) submittals. The contract was awarded to Snack Time as the overall best value based on the evaluation factors of food quality, service, experience, and percent commission offered.

Snack Time Vending, Inc., Longwood has agreed to renew their agreement for the period of February 27, 2003 through February 26, 2004 at the current commission rate, terms and conditions of the original contract with the following provision.

Due to increased costs from their suppliers, they are requesting an increase of 5 cents on their snack machine items (Chips, Crackers, Candy, Cookies, Pastry, Gum and Mints). To support their request, Snack Time submitted documentation substantiating their increased costs.

Purchasing and Contracts conducted an analysis of the documentation provided and has determined the requested 5-cent increase is fair and reasonable. The analysis showed that, for the requested items, Snack Time is paying an average of 11% more per item while the requested average price increase in the vending machine is 8% per item. Further, the net increase realized by Snack Time after paying the County's commission works out to an average of only 7.5% per item. Finally, Snack Time has also documented costs increases for Drinks and Hot/Cold Food items; but has agreed to absorb those costs with no increase in the vending machine price.

Fiscal Services /Purchasing and Contracts Division and Administrative Services/Support Services recommend the Board to approve the renewal with the price increase, and authorize the Purchasing and Contracts Division to notify the Contractor of such action.

## **OTHER**

- 11. Approve Amendment #3 to M-303-02/BJC – County Services Building (CSB) parking and drainage improvements project, with Bowyer-Singleton and Associates, Orlando (\$12,000.00).**

M-303-02/BJC provides for project meetings and coordination, design survey, final engineering design, permitting landscape plan, permit application preparation, permit application processing, pre-construction administration services, construction administration services and final certifications for the County Services Building parking and drainage improvements.

During the procurement process for these services, the City of Sanford made the determination of not participating with the County for the installation of off-site 60" Reinforced Concrete Pipe to accommodate the new parking and drainage improvements for the CSB. Amendment #3 will provide for the redesign of the project to accommodate a 30-inch pipe. The construction contract is being presented in this agenda as well. The following is a summary of the cost of this contract:

Original Contract Sum:	\$24,500.00
Amendment #1:	7,300.00
Add Amendment #2:	<u>12,000.00</u>
Revised Contract Sum:	\$43,800.00

Funds are available in account number 010560-53031000 (Facilities Maintenance, Professional Services). Administrative Services/Facilities Maintenance and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Chairman to execute the Amendment.